

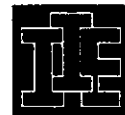
**Application for Admission to the  
Hubert H. Humphrey Fellowship Program  
for Mid-Career Professional Study  
in the United States**

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**USIA**

UNITED STATES  
INFORMATION AGENCY



INSTITUTE OF  
INTERNATIONAL EDUCATION



APPLICATION FOR ADMISSION TO THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES

INFORMATION AND APPLICATION INSTRUCTIONS  
(PLEASE READ CAREFULLY)

**PROGRAM DESCRIPTION:** The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized, 10-month, nondegree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Funding for the Humphrey Program is provided by the U.S. government through the United States Information Agency (USIA) and other co-sponsors. The Institute of International Education (IIE) administers the program on behalf of USIA.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related or aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and special seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

**DURATION OF GRANT:** The program arranged for Humphrey Fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as the end of May for intensive language study before beginning their regular university program. Candidates must be able to participate in the full period of the English and/or university programs.

**NONDEGREE STATUS:** The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, the Humphrey Program is not appropriate for those who wish to concentrate on pursuing academic work required for a U.S. degree. Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields.

**FINANCIAL PROVISIONS:** The Humphrey Fellowship provides tuition and university fees, a monthly maintenance allowance, a book and supplies allowance, round-trip international travel to the host institution (and to the Fellow's English-language training program when applicable) and domestic travel to Washington, D.C. for a special seminar. Supplementary funds are available for professional activities such as field trips or attendance at conferences.  
**Humphrey Fellowships are not renewable.**

Humphrey Fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant. **Humphrey Fellowships do not include funds for dependents.** Humphrey Fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that English and orientation centers cannot accommodate dependents. Therefore, dependents should not arrive in the United States until the Fellows are settled in their academic year programs and have secured housing (at least 30 days after the Fellows' arrival).

**PROGRAM FIELDS:** The programs arranged for Humphrey Fellows are related to one of the following fields: agricultural development, communications/journalism, educational planning, natural resources/environment, public health policy/management, human resource management, law/human rights, public administration, technology policy, economic development, urban and regional planning, finance and banking and drug abuse education, treatment and prevention. The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to the broad policy-making and problem-solving issues.

(continued on inside back cover)



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**INFORMATION AND INSTRUCTIONS (CONTINUED)**

**PLACEMENT IN UNIVERSITY PROGRAMS:** Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities specially designated to host a group of Humphrey Fellows. IIE, therefore, is not able to make placements at specific universities requested by candidates, nor to award fellowships enabling candidates to attend a U.S. university on the basis that they have already been admitted.

**Candidates should not apply directly to U.S. institutions.**

**APPLICATION INSTRUCTIONS:**

**Please see the Applicant Checklist (next page)**

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. **All forms must be completed in English and typewritten or computer-generated.** Please answer every question as completely as possible.
2. The completed application must be returned to the selection committee in your home country **according to the instructions provided by them.**
3. **You must attach complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees. Documents must be accompanied by complete English translations.**

Your academic documents must consist of:

- A certified official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma.
- Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you.

To be considered official, each academic document **must bear the seal of the issuing institution** as well as the signature of its officials. Copies of original documents will be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by the issuing institution, by your selection committee, or by a U.S. consular official.

4. You are required to submit two letters of reference, **one of which must be from your immediate supervisor in your current position. The letters of reference should be written in English or should include an English translation.**
5. **Important information about TOEFL:** The Test of English as a Foreign Language (TOEFL) is required by all U.S. universities. You must register for this test **immediately** and take it as early as possible. Failure to take the TOEFL may disqualify your application. For information and/or test registration forms, contact the Binational Education/Fulbright Commission or U.S. Embassy in your home country. You must indicate that you want your score reports sent to Institute of International Education (Hubert H. Humphrey Fellowship Program) Code Number **9616**. You must be sure to indicate this code (**9616**) on the registration forms or on the answer sheets provided at the time you take the examination.

As soon as you receive your TOEFL score, please present it to the Binational Commission or U.S. Embassy, which will send it to IIE.

6. As part of your application, you must have a formal English language interview and also submit the enclosed **"Report of Proficiency in English."**



# Applicant Checklist

**PLEASE SAVE THIS FORM AND REFER TO IT  
IN SUBMITTING YOUR APPLICATION!**

## **APPLICANT CHECKLIST FOR SUBMISSION OF APPLICATION**

- ☐ COMPLETED APPLICATION (FORMS 1-2-3-4-5-6)
- ☐ NIDA FORM IF APPLICABLE (FORM 5A)
- ☐ REPORT ON ENGLISH PROFICIENCY (FORM 7)
- ☐ OFFICIAL TRANSCRIPTS WITH TRANSLATION  
IF NECESSARY
- ☐ 1ST LETTER OF REFERENCE (FORMS 8 AND 8A)
- ☐ 2ND LETTER OF REFERENCE (FORMS 9 AND 9A)
- ☐ CONTACT U.S. EMBASSY/BINATIONAL COMMISSION  
TO REGISTER FOR TOEFL EXAM  
DATE OF EXAM \_\_\_\_\_



# Bio-Sheet A

# 1

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

1. NAME OF APPLICANT (enter full name; underline family name)

- ☐ Mr.  
☐ Ms.  
☐ Dr.

5. MARITAL STATUS

- ☐ Married ☐ Widowed  
☐ Single ☐ Divorced

6. SEX: ☐ Male ☐ Female

2. PERMANENT ADDRESS OF APPLICANT

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_  
(city code) (number)

e-mail address: \_\_\_\_\_

7. COUNTRY OF PRESENT CITIZENSHIP

8. COUNTRY OF PRESENT RESIDENCE

3. POSTAL ADDRESS OF APPLICANT (If same as above, write 'same')

9. INDICATE YEAR & COUNTRY OF ANY PREVIOUS FULBRIGHT GRANTS (If none, write 'none.')

4. PLACE AND DATE OF BIRTH (city or town and country)

Month Day Year

10. EDUCATION: List educational institutions attended, beginning with the most recent, and any in which you are currently enrolled.

Name of institution, university or professional school, and location	Major field(s) of study	Dates attended (month and year)		Actual name of diploma or degree (do not translate)	Date received or expected
		From	To		

11. Name your **most significant** publications/honors/awards/projects/other accomplishments.

12. CURRENT OCCUPATION  
Name and address of employer

Job Title

Dates of Employment  
(month and year)

13. GIVE A 50-WORD SUMMARY OF YOUR PROPOSED PROGRAM PLAN (more complete plan to be outlined on page 3).

FOR IIE USE ONLY:

STATUS OF CANDIDATE: Principal \_\_\_\_\_ Alternate \_\_\_\_\_ Ranking \_\_\_\_\_

FOR FSB USE ONLY: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

COMMENTS:

FSB NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Bio-Sheet B

# 2

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

14. Describe your current job responsibilities:

15. Previous positions held (begin with most recent):

Name & address of employer	Job Title	Dates of Employment	
		From	To

16. Please indicate your computer proficiency and level of skill in word processing, spreadsheets, electronic mail, etc.  
Please be specific.

17. Please indicate countries outside your own, including the United States, in which you have lived, travelled, or studied. Please list dates (months/years) and reasons for each visit.

Persons to be notified in case of emergency. (List below name, address, telephone number and relationship.)

In home country:  
Name/address

In the United States  
Name/address

Telephone:  
Relationship:

Telephone:  
Relationship:

I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the *Information and Application Instructions* and I agree to comply with all regulations described there. I also agree to return to my home country upon the expiration of my program in the United States of America.

Date

Signature of Applicant (required)



# Program Plan

3

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

Name of Applicant

Country

18. (1) Please describe your major area of interest and explain how this area addresses the specific development needs of your country.
- (2) Describe the type of Humphrey program you would like to undertake in order to meet these challenges. Your plan may include academic course work, internship experiences, and/or professional training experiences.
- (3) Describe how these plans relate to your professional goals and how the acquisition of new knowledge and skills will assist you in meeting the development goals of your country.



# Personal Statements A

# 4

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

Name of Applicant

Country

Write a paragraph answering each of the following four questions. Please use the space provided.

19. Why are you seeking acceptance into the Hubert H. Humphrey Fellowship Program?

20. Please state your career goals for the next five years and indicate how the training received under this program might contribute to your managerial skills and leadership ability.





# Personal Statements B

5

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

Name of applicant:

Country:

21. Discuss how you have demonstrated leadership ability/potential in your professional career or personal life.

22. Describe a situation/problem (personal or professional) that required innovation and creativity on your part to solve.  
What did you do and what was the outcome?



# 5A

## NATIONAL INSTITUTE ON DRUG ABUSE (NIDA) CANDIDATES

1. Briefly describe the drug abuse problems in your country.

2. Briefly describe recent drug abuse research project(s) in which you have been engaged, the extent of your role in these project(s), and list any publications in connection with research work that you have done.

3. Briefly describe your plans for future drug abuse research.



# Personal Information

# 6

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

**I. PERSONAL FINANCIAL INFORMATION** (*Indicate all funds in your local currency.*)

1. Your annual salary \_\_\_\_\_  
Income per year  
from other sources \_\_\_\_\_

2. Will your salary be continued during your stay in the U.S.? ☐ Yes ☐ No

Attach a photograph taken within the past year. Make sure your full name is written on the back of it.

**II. DEPENDENTS: The Hubert H. Humphrey Fellowship Program does not provide allowances for dependents.** If your dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. **English/Orientation Centers cannot accomodate dependents.** Dependents may not arrive until you are settled in your academic program and have found housing (at least 30 days after your arrival at academic placement).

1. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

2. Will any dependents accompany you to the U.S.? ☐ Yes ☐ No  
If yes, state how you intend to provide for them during your year of study in the U.S.

**III. ACADEMIC PROGRAM**

1. You should not apply for admission by direct application or correspondence with a U.S. university. If, however, you have previously been in contact with U.S. academic institutions concerning graduate study or in your professional context, please give the names of these universities and the persons contacted.

2. If required, will you be able to arrive for English language training in June, July, or earlier? ☐ Yes ☐ No

If yes, indicate the earliest possible date by which you could arrive for such a program \_\_\_\_\_

3. Will you be able to obtain a leave of absence from your current position for a period of 12 months, or up to 15 months if you require English training? ☐ Yes ☐ No

4. When will you take the Test of English as a Foreign language (TOEFL)?

\_\_\_\_\_  
(If you miss this test on the above date, please be sure to notify the Binational Educational Commission or U.S. Embassy in your home country **immediately.**)

**IMPORTANT**

1. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (Hubert Humphrey Fellowship Program) Code Number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.
2. As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy, which will cable it and mail it to IIE.
3. Please sign below as authorization for IIE to receive your TOEFL score.

Date

Signature of Applicant



# English Language

# 7

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

APPLICANT'S NAME

COUNTRY

THIS SECTION TO BE COMPLETED BY APPLICANT

APPLICANT'S NATIVE (HOME) LANGUAGE

## I. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

LEVEL	NUMBER OF YEARS	NUMBER OF MONTHS PER YEAR	NUMBER OF HOURS PER WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL				
UNIVERSITY				
PRIVATE STUDY				

## II. ENGLISH LANGUAGE TESTS

Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL): \_\_\_\_\_

**NOTE: Universities require a TOEFL score taken within 2 years or less.**

Indicate the score earned and format on which you took the test: score: \_\_\_\_\_ ☐ Computer-based test ☐ Paper-based test

In addition, if you have recently taken or are planning to take one of the following English language proficiency tests, please indicate the test date and the score (with TOEFL conversion):

☐ Test of English Language Proficiency (TELP): date: \_\_\_\_\_ score: \_\_\_\_\_

☐ Institutional TOEFL (ITP): date: \_\_\_\_\_ score: \_\_\_\_\_

☒ Please note: The ALIGU and Michigan Tests are not acceptable.

**PRIVATE AND CONFIDENTIAL:** Please return to the Selection Committee in the applicant's country. Under no circumstances should the completed form be returned to the applicant.

### THIS SECTION TO BE COMPLETED BY ONE OF THE FOLLOWING (CHECK ONE):

☐ A director of courses in English of a Binational Center

☐ A professor of English as a Foreign Language who speaks English as his/her native language

☐ An official of the U.S. Embassy

**PURPOSE OF THIS REPORT:** The person named is applying for a grant to enable him/her to study at an advanced level in his/her field at a university in the United States. Consideration must be given to each applicant's ability in English. This report form seeks a reliable evaluation of the applicant's present command of English, including comments as to additional language training which appears to be necessary.

**METHOD:** Please indicate briefly how the evaluation was conducted. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. **ABILITY:** Check the appropriate boxes to indicate your opinion of the applicant's present ability in English from the standpoint of the language proficiency usually needed for effective pursuit of studies at a university in the United States.

### A. Speaks English (check one):

- ☐ Fluently and colloquially
- ☐ With ease but stilted
- ☐ Haltingly
- ☐ No ability

### C. Understands written English (check one, specify text used):

- ☐ Comprehends advanced level material
- ☐ Comprehends intermediate level material
- ☐ Comprehends elementary level material
- ☐ No ability

### B. Understands spoken English (check one):

- ☐ With good comprehension
- ☐ With some hesitation
- ☐ Simple vocabulary only
- ☐ Not at all

### D. Expresses thoughts in written English (check one):

- ☐ With fluency and facility
- ☐ With ease but ungrammatically
- ☐ On an elementary level only
- ☐ No ability

## II. ADDITIONAL TRAINING:

A. In your opinion, how much additional English training does this candidate require to undertake graduate-level study in U.S. institutions of higher learning? ☐ None ☐ Number of weeks \_\_\_\_\_ ☐ Number of months \_\_\_\_\_

B. What English language study is the candidate planning to take before coming to the U.S.? \_\_\_\_\_

### EVALUATION AND REPORT PREPARED BY:

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_



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CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by the applicant's current supervisor in his/her professional position or by a professor under whom the applicant has studied or pursued research in his field of study. If this letter is not written in English, an accurate translation must be attached.

Name of Applicant

Country

Your Name and Title (print) \_\_\_\_\_

Your Organization or Employer \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

In what capacity have you known the applicant?

☐ Employer or Job Supervisor ☐ Teacher or Professor ☐ Other (please specify) \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

PROGRAM DESCRIPTION

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I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Seriousness of Purpose				
Commitment to National Development				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				



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8A

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

- II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service. (Your comments should be continued on a separate sheet if more space is needed.)

Please return directly to the Selection Committee in the applicant's country or to the Cultural Affairs Officer of the U.S. diplomatic mission in the applicant's country. Under no circumstances should this letter of reference be returned to the applicant.

**NOTE: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.**



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Name of Applicant

Country

Your Name and Title (print) \_\_\_\_\_

Your Organization or Employer \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

In what capacity have you known the applicant?

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How long have you known the applicant? \_\_\_\_\_

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Leadership Qualities				



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